



2019 Budget

**Preliminary
October 15, 2018**

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Finance Office

100 E Abriendo Avenue

Pueblo, Colorado 81004

2019 Annual Plan & Preliminary Budget

Board of Trustees

Doreen Martinez, President

Frederick Quintana, Vice President

Marlene Bregar, Trustee

Lyndell Gairaud, Trustee

Stephanie Garcia, Trustee

Phil Mancha, Trustee

Jim Stuart, Trustee

Administrative Team

Jon Walker, Executive Director

Sara Rose, Chief Operating Officer

Sherri Baca, Chief Financial Officer

Midori Clark, Director of Community Relations, Development & Strategic Initiatives

Charles Hutchins, Director of Information Technology

Jill Deulen, Director of User Services & Collection Development

SUMMARY / REVENUES

The following pages include summaries of the General Fund, the Capital Project Fund and the Special Revenue Fund, as well as a combined spreadsheet showing totals in the funds. These are the only budgeted funds of the Pueblo City-County Library District for budget year 2019. The General Fund holds all of the operating revenue and expenses, including debt service, Friends of the Library contributions and expenses, and miscellaneous gift revenue. The Capital Project Fund reflects Library Replacement Plan expenses, InfoZone News Museum expenses, and major building projects. The Special Revenue Fund reflects activity in the Chamberlain Fund, from which the Pueblo City-County Library District receives funds annually. For 2019, there are no major building projects or renovations. An InfoZone update project is ongoing, and capital projects include replacement of information technology systems and other building and facility improvements.

An annual transfer from the General Fund into the Capital Project Fund is budgeted at \$200,000 in 2019. Transfers are planned annually thereafter, in order to continue funding for the Library Replacement Plan. The revenue budgeted in the Capital Project Fund reflects income from interest earnings and contributions from foundations and grantors.

Forthcoming will be the copies of the resolutions adopting the budget and the annual plan, appropriating funds for the budget, and the resolution to set the mill levy. Certification of the mill levy sent to the county will also be included.

Pueblo City-County Library District receives the major amount of its funding from property tax generated in Pueblo County. The boundaries of the County and the Library District are contiguous, so no other property taxes are received. Approximately 87% of the revenues for the District are derived from property tax. The remainder is received through specific ownership tax, interest on investments, overdue fees, photocopy fees, contracts, grants, miscellaneous revenue, and contributions from the Friends of the Library and the Pueblo Library Foundation.

The maximum mill levy for Pueblo City-County Library District is 5.25 mills. This mill levy was approved by voters in 1995, and the District has not returned to the voters in the ensuing 22 years to request additional funds. Also on the 1995 ballot, the District requested exemption from the TABOR revenue limits, as well as the 5.5% revenue limit defined in Colorado State Revised Statutes. These exemptions were approved.

In addition to the mill levy of 5.25, the District is authorized by statute to collect additional mill levy equivalent to the amount of taxes that were abated and refunded in the previous year. In 2019, the amount of additional mill levy that will be certified is .038 mills, generating \$35,533 in revenue, the amount of taxes abated or refunded in 2018. The amount of refunds and abatements in 2019 decreased \$30,178 compared with 2018. The total mill levy certified to the county for collection of taxes in 2019 is 5.271.

**MILL LEVY CALCULATIONS
BUDGET 2019**

		<u>2019 BUDGET</u>	<u>Formula</u>		<u>2018 BUDGET</u>
A	1,780,550,707	Total Gross Assessed Valuation		1,760,979,468	Total Gross Assessed Valuation
B	52,644,510	TIF reductions		47,852,886	TIF reductions
C	1,727,906,197	Total Net Assessed valuation	A - B	1,713,126,582	Total Net Assessed valuation
D	5.250	Voter approved mill levy limit		5.250	Voter approved mill levy limit
E	9,071,508	Total Revenue	C X D X .001	8,993,915	Total Revenue
F	35,533	Abatements, refunds		65,711	Abatements, refunds
G	0.021	Millage for abatements, refunds	F / C X 1000	0.038	Millage for abatements, refunds
H	5.271	Adjusted mill levy	D + G	5.288	Adjusted mill levy
I	9,107,794	Adjusted total revenue	H X C X .001	9,059,013	Adjusted total revenue
J	9,053,147	Budgeted revenue @ 99.6%	I X 99.6%	9,049,954	Budgeted revenue @ 99.9%

\$	277,489	Revenue reduction impact of TIF	B X D X .001	\$	253,046	Revenue reduction impact of TIF
----	---------	---------------------------------	--------------	----	---------	---------------------------------

This chart shows how the mill levy is calculated based on assessed valuations for both current and prior years.

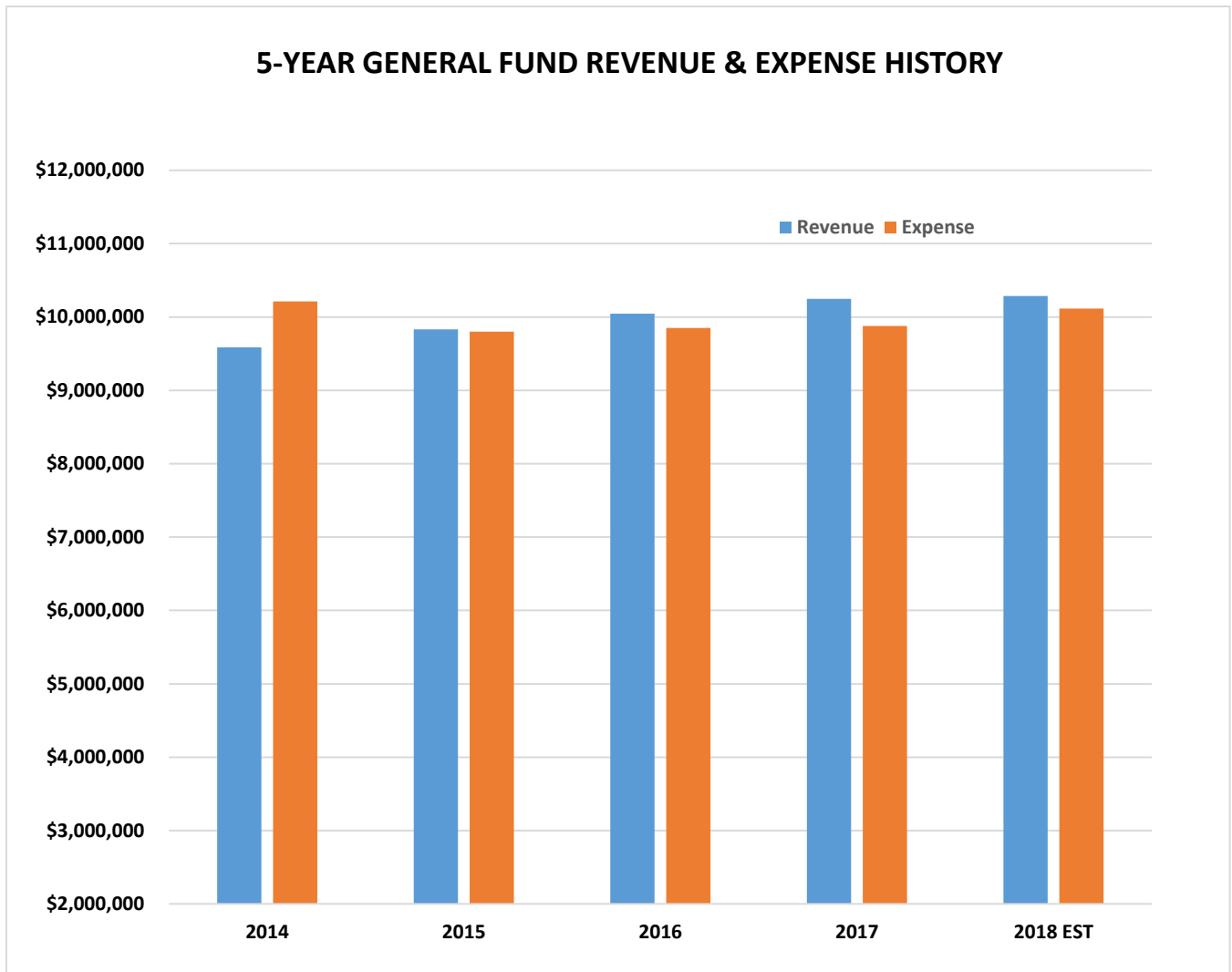
The voter approved mill levy is 5.25, but an increase to capture abatements and refunds from the prior year is allowable.

That increase is reflected here for a total mill levy in 2019 of 5.271.

The total dollar amount increase over the prior year is \$77,593

In previous years, the actual collections have averaged around 99.6%, due to abatements and refunds as well as delinquencies.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
2019 BUDGET**



**PUEBLO CITY-COUNTY LIBRARY DISTRICT
FUND BALANCE SUMMARY**

GENERAL FUND	2017 AUDITED	2018 ESTIMATED	2018 BUDGET	2019 BUDGET
BALANCE, Beginning of Year	2,543,319	2,637,466	2,630,543	2,236,175
REVENUES	10,248,030	10,286,059	10,262,050	10,374,521
TOTAL BALANCE	12,791,349	12,923,525	12,892,593	12,610,696
EXPENDITURES	9,878,883	10,112,349	10,224,128	10,125,162
TRANSFER IN/OUT-CAPITAL PROJECT	(275,000)	(575,000)	(575,000)	(200,000)
TRANSFER IN/OUT-SPECIAL REVENUE	-	-	-	5,000
BALANCE, End of Year	<u>2,637,466</u>	<u>2,236,175</u>	<u>2,093,465</u>	<u>2,290,534</u>
CAPITAL PROJECT FUND	2017 AUDITED	2018 ESTIMATED	2018 BUDGET	2019 BUDGET
BALANCE, Beginning of Year	1,717,800	1,724,628	1,783,093	2,070,964
REVENUES	206,018	120,036	55,000	55,000
TOTAL BALANCE	1,923,818	1,844,664	1,838,093	2,125,964
EXPENDITURES	474,190	348,700	603,300	203,000
TRANSFER IN/OUT GENERAL FUND	275,000	575,000	575,000	200,000
BALANCE, End of Year	<u>1,724,628</u>	<u>2,070,964</u>	<u>1,809,793</u>	<u>2,122,964</u>
SPECIAL REVENUE FUND	2017 AUDITED	2018 ESTIMATED	2018 BUDGET	2019 BUDGET
BALANCE, Beginning of Year	1,390	719	420	819
REVENUES	4,329	5,100	5,020	5,075
TOTAL BALANCE	5,719	5,819	5,440	5,894
EXPENDITURES	5,000	5,000	5,000	-
TRANSFER IN/OUT	-	-	-	(5,000)
BALANCE, End of Year	<u>719</u>	<u>819</u>	<u>440</u>	<u>894</u>
COMBINED FUND BALANCE, End of Year	<u>4,362,813</u>	<u>4,307,958</u>	<u>3,903,697</u>	<u>4,414,392</u>
BALANCE, Restricted *	1,110,575	1,117,514	1,120,489	1,117,974
BALANCE, Available	3,252,238	3,190,444	2,642,774	3,296,418
NET CHANGE TO GEN FUND BALANCE	94,147	(401,290)	(537,078)	54,359
* RESTRICTED FUNDS				
Emergency reserve	296,531	303,370	306,724	303,755
Reserve requirement for COPs	813,325	813,325	813,325	813,325
Special Revenue Fund	719	819	440	894
TOTAL RESTRICTED:	1,110,575	1,117,514	1,120,489	1,117,974

GENERAL FUND

*Please note that all of the comparative percentage statistics referenced in this narrative compare the 2019 Budget to the 2018 **Estimated Actual**, except in those instances where a Budget-to-Budget comparison is clearly noted.*

REVENUES

PROPERTY TAX: The assessed valuation figures for 2019 reflect an increase of 0.3%, with a monetary increase of \$27,193 in property tax. Property tax revenue is budgeted at slightly less than 100% collections, 99.6%, since delinquencies, abatements and refunds will generally reduce the amount received. Property tax revenues are now 87% of the total revenue budget for the District.

SPECIFIC OWNERSHIP TAX: Specific ownership tax revenue from Pueblo County is currently projected to increase somewhat next year. This line item constitutes approximately 8% of the total revenue budget.

CONTRACTS, GRANTS: This category reflects a decrease from prior year mainly due to specific grants not expected in 2019. Most recurring grant receipts are budgeted at or slightly above 2018 levels. This budget reflects grants and contracts that will come directly to PCCLD. The Pueblo Library Foundation, a component unit of the District, was created in 2012 and receives the majority of grants and contributions.

INTEREST: Driven by economic activity, interest rates have climbed to over two percent during the past year. We have budgeted conservatively based on current collections. This line also includes earnings on property tax held by Pueblo County. We receive those earnings as part of our monthly distribution of taxes.

FINES, FEES: In part due to automatic renewals and reductions in fines, budgeted fines and fees are lower than budgeted for previous years. With the help of a collection agency, we continue to maintain collection activities for debts \$25 and higher.

PHOTOCOPIER & INTERNET COPY FEES: Budgeted revenue for copier fees match the prior year budget and the current year estimate.

MISCELLANEOUS: A decrease from current year estimates of 33% is projected, again based on current activity.

MILL LEVY - TAX RATE: The current mill levy projected for 2019 is 5.271. The law allows an adjustment to the voter-approved mill levy rate in order to collect on amounts withheld in previous years for abatements and refunds of taxes; that amount, 0.021, is included in the total mill levy for 2019.

The total general fund revenue for 2019 reflects a 0.9% increase over the 2018 estimated actual.

EXPENDITURES

Expenditures in 2019 hold steady increasing only 0.1% in total. However, there are numerous areas in which reduced spending is budgeted in 2019. The District is forecasting a 5% decline in property tax revenue in 2020 due to impact of the Gallagher Amendment—a Colorado constitutional amendment passed by voters in 1982 which mandates a 45/55 percent split between residential and commercial property in the state's property tax revenue. When that mandate collides with the TABOR Amendment, property tax rates can ratchet down but not back up without statewide voter approval. As currently predicted by the Colorado Legislative Council Staff, the residential assessment rate (RAR) which dictates the percentage of a personal residence that is subject to property tax is expected to fall 15% to 6.11. This reduction follows a previous 10% reduction in the RAR in 2018.

To mitigate the impact of a drop in property tax revenue of over \$500,000 in 2020, the District is budgeting to reduce 2019 expenditures under 2019 revenues by \$250,000. This approach to lessening the effects of a potentially large reduction in future property tax is a conservative and proactive plan. Many of the 2019 cuts in expenditures, explained in the narrative that follows are designed as single year reductions. More will be known in the second quarter of 2019 as the Colorado Legislature sets the RAR and follows up on legislative work already set in motion to change the Gallagher Amendment. At that time, the District will consider steps to take if the 2020 revenue picture improves.

PEOPLE TO PROVIDE SERVICES: This section has increased by 4% over the 2018 estimated figures. All personnel costs are included in this section—salaries, PERA, employee benefits, employee training, etc.

Salaries and wages increase from the 2018 estimated actual by 4% due to salary increases, added or upgraded positions, and a minimum wage increase. The largest increase is in the security personnel added when the District brought security and courier services in-house in 2018—previously, these costs were budgeted as contracted services. The total FTE (Full-Time Equivalent) count for the District is increasing by 4.5

for 2019 after final adjustments and other organizational changes. However, it still allows for a 2.5% adjustment to salaries, as determined by the salary compensation pay plan.

PERA is calculated directly from the salary line, based on the 13.7% that the library pays into the program. PERA rates hold steady at 2018 rates through June 2019; however, due to the 2018 PERA legislation, the employer PERA contribution will be calculated on pretax deductions for employees hired after July 1, 2019. The 2019 budgeted expenditure for PERA increases in comparison with the PERA amount budgeted for 2018 due mainly to the increase in the FTE count.

Workers compensation insurance increases 7% in comparison with current year estimates based on claim history and deductible costs in recent years.

Employee insurance includes premiums paid by the District for employee health, dental and life insurance. A 5% increase is forecast in 2019 for this coverage mostly based on a premium increase from the current medical insurance carrier.

State unemployment compensation is calculated directly from the salary line at 0.3%.

Medicare trust increases at the same rate as salaries, since the rate remains consistent with the past several years—1.45% of covered salary.

Employee relations includes those items that are employee related, but do not really fall into the benefits or training category. This area includes recruiting expense, volunteer appreciation, tuition reimbursement funding to provide an incentive for staff pursuing a degree, and the employee assistance program. This budget is decreased 2% for 2019 reflecting anticipated expenditures in the coming year.

Employee training increases in 2019 by 3%, reflecting a return to a broader training program as was customary in prior years before cuts were initiated in 2017. We will continue to utilize training specific to libraries and special districts and to find efficiencies and reduce costs. This budget provides opportunities for staff and board members to

attend educational events and workshops—although on a more defined basis. The amount of this training budget is 1.7% of the total salaries budget.

MATERIALS AND SERVICES: This section of the budget has decreased 1% from the 2018 estimated actual expenditures. A one-year reduction in materials expenditures is planned which will set the 2019 materials amount at 14.4% of budgeted operational costs. Typically as an operating procedure, the District seeks to spend 15% of total annual operating costs on materials. This section includes all of the collections—books, audio visual (AV) materials, periodicals, on-line subscriptions, and digital materials (including circulating tablets)—purchased for public use. It also includes programs, and the costs to order, receive and process the materials.

Books, periodicals, AV and digital material are 2% lower than estimates for 2018. This reduction is anticipated to be a one-year spending cut.

Library programs reflects an increased budget from prior year. Program budgets per location and department were adjusted to align with trends in program participation. The desire to be efficient with dollars spent on programs that are currently presented throughout the District remains a goal. The Friends of the Pueblo Library District awarded \$49,000 in 2018 to fund programs District-wide. Additionally, the Friends has contributed \$23,000 annually for various programs which is anticipated to help support the Summer Reading Club and the Read Out Loud and All Pueblo Reads programs. In 2019, it is anticipated that the Friends will contribute just over \$50,000 in total. This generous donation amounts to 29% of the 2019 programs budget.

Bindery/processing supplies/services is slated to increase by 4% from 2018.

FACILITIES TO PROVIDE SERVICES: This section shows a 1% decrease over estimated expense for 2018. This decrease is due mainly to reduced utilities costs and one-time cuts in building repair and maintenance.

Utilities decreases by 3% compared with 2018 estimated expenditures based on current expenses and projections as well as known reductions in utility company rates.

Vehicle expense is budgeted at a 22% decrease from 2018, based on current expenses and projections. However, the amount budgeted for 2019 exceeds the 2018 budgeted amount.

Building repair and maintenance holds those items that are needed to properly maintain the buildings in the District - janitorial, trash removal, carpet cleaning, supplies, etc. - as well as minor maintenance projects. The 2% decrease projected in 2019 is reflective of a one-year reduction.

Rent includes only the lease for the facility occupied primarily by the Friends of the Library, and most of this amount is offset by revenue received in Contracts & Grants. A part of this building is still occupied by PCCLD for storage, so the amount Friends reimburse to us is not the total rent paid. The rent holds steady due to a 5-year contractual agreement currently in place.

Lease/Purchase of buildings reflects the annual payments for debt service on the 2012 Certificates of Participation (COPs). The 2007 COPs were refunded in 2012, and additional funds secured to complete the new construction of 3 library facilities: the Patrick A. Lucero Library, the Tom & Anne Marie Giodone Library, and the Greenhorn Valley Library. The total amount borrowed, and the project costs, were budgeted in the Capital Project Fund. All three facilities opened in 2014, and a detailed debt service page, which determines the exact budget amount every year, can be found later in this document.

Insurance shows an increase of 2%. This estimate is in line with an industry-wide average increase.

Friends of the Library expenditures hold steady in comparison with 2018 estimates based on decisions about their grant allocations to the District in 2019. Friends' contributions are also recorded in other line items.

OPERATING: This section reflects expenses for general operations of the District. The 11% decrease from prior year is due primarily to bringing security and courier services in-house, migration to a new integrated library system (ILS) and single year reductions. Finding efficiencies whenever possible while still meeting current needs of all the libraries remains a focus for the District.

Contractual library services decrease by 8% over 2018 estimates. Most of the decrease is due to the migration to a new ILS and bringing security services in-house.

County treasurer's fees are the charges assessed by the County Treasurer to collect our property and specific ownership taxes, and those fees have increased by 3%, in direct correlation to the Property Tax revenue. These fees are 1.5% of the tax amount.

Community relations has decreased from the 2018 budget reflecting a sub-category of this line item which includes a contribution to the Pueblo Library Foundation. The reduction for 2019 is a single year cut.

Professional memberships increase by 9% representing the customary memberships maintained by the District.

Office supplies, equipment shows a 2% decrease in 2019, based on more focused spending plans for all libraries and departments. The District continues to benefit from procurement efficiencies that were initiated in 2017.

Photocopiers reflects a reduced costs in comparison to prior years' budgets. It is the intent of the District to explore procurement of a new copier for Community Relations in 2019. This budget line item typically supports lease and maintenance of this special equipment. Other costs such as toner, paper, and maintenance have been budgeted within proper categories of the 2019 budget.

Courier service decreases 96% as compared to the 2018 estimate to reflect discontinuance of outsourced courier activities for books and materials transfers between District locations. Other minimal courier services are budgeted for in 2019.

Postage and freight decreases 2% in comparison with the 2018 estimate. However, the 2019 budget is representative of customary annual postage and freight costs.

INFORMATION TECHNOLOGY: This section shows an overall decrease of 17% from estimated expenditures for current year.

Telecommunications shows an 11% decrease from 2018 estimated actual based on current year expenses. This decrease is mainly due to reductions in renegotiated broadband contracts. It's important to note that the E-Rate reimbursement—revenue anticipated in 2019—is \$160,000, which is a significant offset to this expense.

Hardware repair & maintenance shows a 52% increase based on 2019 planned expenditures. This increase stems from laptop replacements and additional maintenance costs for a new copier for Community Relations.

Technology supplies has increased by 12% based on anticipated spending in 2019.

Technology maintenance, licenses, support includes all contractual services expense related to Technology—network maintenance, consulting and support agreements, licenses, etc. This line has decreased by 31% to reflect a reduction in costs for the ILS and for other licenses and agreements.

The total increase in expenditures in this budget in comparison with 2018 estimated actual expenditures is 0.1%.

FUND BALANCE

The ending fund balance forecast in the 2019 general fund budget is \$2,290,534 an increase of \$54,359 in comparison with the estimated 2018 General Fund balance. This includes the transfer of \$200,000 from the General Fund to the Capital Project fund planned in the 2019 Budget. This is an amount necessary to help maintain the Library Replacement Plan.

The Pueblo City-County Library District established the annual budget with a goal of maintaining a healthy end-of-year fund balance. It is not our policy to spend all of the budget so as not to “lose” funds, as is the case with many governmental entities. As a Library District, any funds remaining at the end of the budget year, calculated by subtracting the expenditures from the revenues, go back to the District’s fund balance. Restrictions against the General Fund Balance include an emergency reserve of 3% (required by TABOR legislation) which equals \$303,755 as well as a requirement of the COP financing to maintain \$813,325 in the Debt Service Reserve Fund. This amount will be used to make the final COP payment in 2032. The unrestricted fund balance in Combined Funds is \$3,296,418.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
GENERAL FUND**

	Actual Prev.year 2017	Estimated Curr.year 2018	Budget 2018	Budget 2019	Increase (Decrease)	%
REVENUES						
Property tax	8,758,735	9,025,954	9,049,954	9,053,147	27,193	0.3%
Specific ownership tax	879,432	714,946	714,946	801,204	86,258	12%
Contracts, Grants, Gifts	418,877	330,350	330,350	325,496	(4,854)	-1%
Interest	47,850	76,309	28,300	64,674	(11,635)	-15%
Fines, Fees	70,295	70,500	70,500	64,000	(6,500)	-9%
Photocopier & Internet Copy Fees	64,297	62,000	62,000	62,000	-	0%
Miscellaneous	8,545	6,000	6,000	4,000	(2,000)	-33%
TOTAL REVENUES	10,248,030	10,286,059	10,262,050	10,374,521	88,462	0.9%
EXPENDITURES						
PERSONNEL						
Salaries	4,054,937	4,196,565	4,123,371	4,350,400	153,835	4%
PERA	584,705	574,029	566,623	607,005	32,976	6%
Workers compensation	26,314	31,177	27,230	33,250	2,073	7%
Employee insurance	472,764	462,802	462,802	484,143	21,341	5%
Unemployment compensation	11,819	10,846	12,370	13,051	2,205	20%
Medicare trust	56,691	60,850	59,789	63,081	2,231	4%
Employee relations	25,700	27,550	27,550	27,050	(500)	-2%
Employee training	52,992	74,497	75,300	77,100	2,603	3%
TOTAL PERSONNEL	5,285,921	5,438,316	5,355,035	5,655,080	216,764	4.0%
MATERIALS & SERVICES						
Books, periodicals, AV, databases	1,130,168	1,197,051	1,227,969	1,171,500	(25,551)	-2%
Bindery/processing supplies/services	168,405	166,950	166,950	172,919	5,969	4%
Library programs	167,176	169,571	169,571	177,055	7,484	4%
TOTAL MATERIALS	1,465,749	1,533,572	1,564,490	1,521,474	(12,098)	-1%
FACILITIES						
Utilities	472,292	487,771	536,179	475,453	(12,318)	-3%
Vehicle maintenance	7,297	10,267	6,400	8,000	(2,267)	-22%
Building repair & maintenance	419,180	409,294	435,779	403,000	(6,294)	-2%
Rent	29,110	29,080	29,112	29,077	(3)	0%
Lease/purchase of buildings	809,000	809,700	809,700	810,700	1,000	0%
Insurance	72,190	73,585	72,765	74,948	1,363	2%
Friends expenditures	35,196	30,000	30,000	30,000	-	0%
TOTAL FACILITIES	1,844,266	1,849,697	1,919,935	1,831,178	(18,519)	-1%
OPERATING						
Contract Services	410,392	409,572	465,383	374,886	(34,686)	-8%
County Treasurer's fees	132,045	135,749	135,749	135,797	48	0%
Community relations	45,077	54,000	54,000	39,000	(15,000)	-28%
Professional memberships	6,735	7,693	7,580	8,415	722	9%
Office supplies, equipment	48,445	59,032	51,065	57,850	(1,182)	-2%
Photocopiers	26,078	22,994	13,751	14,962	(8,032)	-35%
Courier service	61,844	23,300	66,040	950	(22,350)	-96%
Postage & freight	35,692	35,648	35,000	35,000	(648)	-2%
TOTAL OPERATING	766,308	747,988	828,568	666,860	(81,128)	-11%
INFORMATION TECHNOLOGY						
Telecommunications	238,334	233,193	239,500	207,200	(25,993)	-11%
Hardware repair & maintenance	16,195	16,483	23,500	25,000	8,517	52%
Technology Supplies	40,270	35,700	35,700	40,000	4,300	12%
Technology mtce, licenses, support	221,839	257,400	257,400	178,370	(79,030)	-31%
TOTAL INFORMATION TECHNOLOGY	516,637	542,776	556,100	450,570	(92,206)	-17%
TOTAL EXPENDITURES	9,878,883	10,112,349	10,224,128	10,125,162	12,813	0.1%

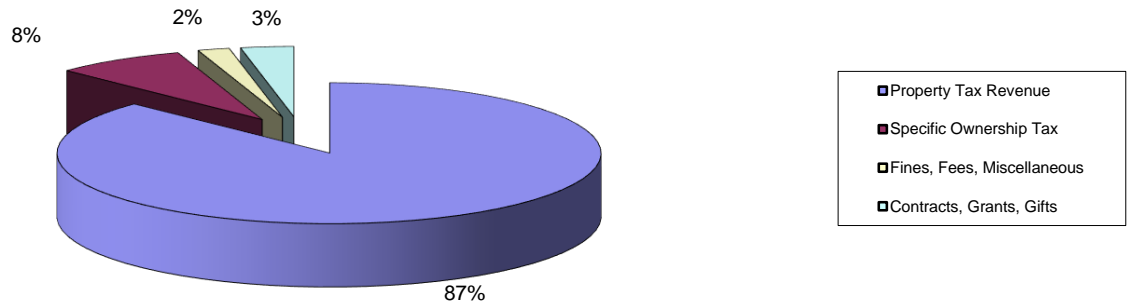
**PUEBLO CITY-COUNTY LIBRARY DISTRICT
GENERAL FUND**

	Actual Prev.year 2017	Estimated Curr.year 2018	Budget 2018	Budget 2019	Increase (Decrease)	%
SUMMARY						
REVENUES						
Property tax revenue	8,758,735	9,025,954	9,049,954	9,053,147	27,193	0%
All other sources	1,489,295	1,260,105	1,212,096	1,321,374	61,269	5%
TOTAL REVENUES	10,248,030	10,286,059	10,262,050	10,374,521	88,462	1%
EXPENDITURES						
PERSONNEL	5,285,921	5,438,316	5,355,035	5,655,080	216,764	4%
MATERIALS & SERVICES	1,465,749	1,533,572	1,564,490	1,521,474	(12,098)	-1%
FACILITIES	1,844,266	1,849,697	1,919,935	1,831,178	(18,519)	-1%
OPERATIONS	766,308	747,988	828,568	666,860	(81,128)	-11%
INFORMATION TECHNOLOGY	516,637	542,776	556,100	450,570	(92,206)	
TOTAL EXPENDITURES	9,878,883	10,112,349	10,224,128	10,125,162	12,813	0%
Beginning fund balance	2,543,319	2,637,466	2,630,543	2,236,175	(401,290)	-15%
Transfer in/out Capital Project Fund	(275,000)	(575,000)	(575,000)	(200,000)	375,000	
Transfer in/out Special Revenue Fund	-	-	-	5,000	5,000	
EXCESS Revenues - Expenditures (Reserve increase)	369,147	173,710	37,922	249,359	75,649	44%
NET (ending fund balance)	2,637,466	2,236,175	2,093,465	2,290,534	54,359	2%
 NET ASSESSED VALUATION - \$ 1,727,906,197						

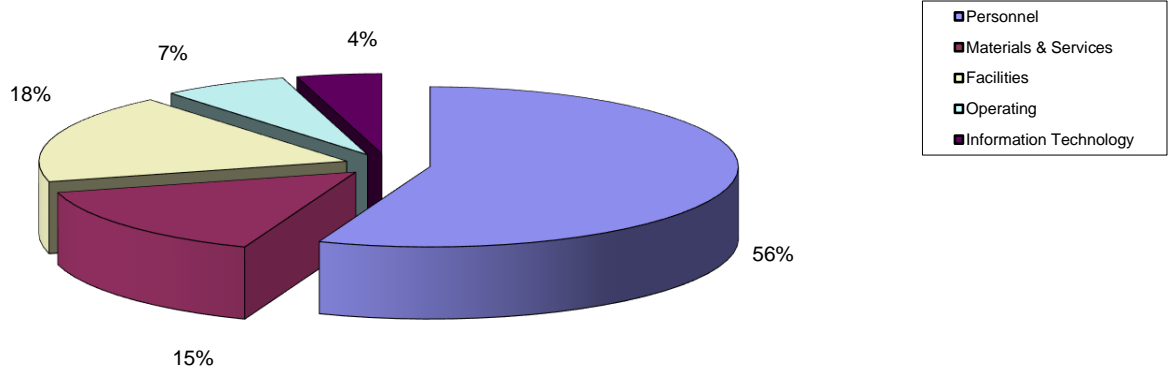
THE BUDGETARY BASIS OF ACCOUNTING USED IN THIS BUDGET IS MODIFIED ACCRUAL.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
2019 BUDGET**

GENERAL FUND BUDGET - REVENUES



GENERAL FUND BUDGET - EXPENDITURES



CAPITAL PROJECT FUND

The Capital Project fund encompasses four primary functions:

- Library Replacement Plan, established to provide funding for the planned replacement of library infrastructure and capital assets,
- Acquisition of Capital Assets, to reflect capital assets purchased or improved during a fiscal year which are not accounted for in the Library Replacement Plan,
- Building Project account, to record revenues (including donations and outside financing sources) and expenditures for new building projects, and
- InfoZone account, to record contributions (primarily from the Rawlings Foundation) and expenses to maintain the InfoZone Museum located on the 4th floor of the Robert Hoag Rawlings Library.

REVENUES

CONTRIBUTIONS, GIFTS, GRANTS: A \$25,000 gift is anticipated for the InfoZone News Museum.

MISCELLANEOUS REVENUE: No revenue is expected.

INTEREST EARNINGS: This category is budgeted at \$30,000 for interest earned on cash holdings.

EXPENDITURES

New building projects: Nothing is budgeted for 2019.

InfoZone expenses: \$25,000 is budgeted for 2019 for InfoZone exhibit upgrades.

Capital Asset Acquisitions. Several Library Replacement Plan items are included here, including photocopiers, book drop receptacles, a telephone system upgrade and network upgrades among other planned spending.

Total capital fund spending in 2019 is projected at \$203,000.

OTHER FINANCING SOURCES/USES

TRANSFER IN FROM THE GENERAL FUND: In 2019 there is a budgeted transfer of \$200,000 to the Capital Fund, for ongoing funding of capital asset acquisitions and the Library Replacement Plan.

FUND BALANCE

The fund balance forecast in the 2019 Capital Project fund budget is \$2,122,964. This indicates that the budgeted income and additional funds transferred from the General Fund to the Capital Fund for the Library Replacement Plan in 2019 exceed the planned Capital Fund expenditures. Fund balance is expected to increase \$52,000 in 2019.

The total combined fund balance, comprised of both the General Fund, Capital Project Fund and the restricted Special Revenue Fund, is projected to be \$4,414,392 at the end of 2019. Of this total fund balance, \$303,755 is restricted for the TABOR 3% reserve requirement, and \$813,325 is restricted in the Debt Service Reserve Fund, and \$894 is the ending fund balance in the Special Revenue Fund, leaving a remaining combined fund balance of \$3,296,418 which is unrestricted.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
CAPITAL PROJECT FUND**

	Actual Prev.year 2017	Estimated Curr.year 2018	Budget 2018	Budget 2019	Increase (Decrease)
REVENUES					
Contributions, gifts, grants	16,000	84,444	45,000	25,000	(59,444)
Miscellaneous revenue	171,181	-	-	-	-
Interest earnings	18,837	35,592	10,000	30,000	(5,592)
TOTAL REVENUES	206,018	120,036	55,000	55,000	(65,036)
EXPENDITURES					
InfoZone expenses	6,000	58,144	55,000	25,000	(33,144)
Capital Asset Repair & Maintenance	85,873	142,711	-	10,000	(132,711)
Capital Asset Acquisitions [Replacement Plan]					
Information Technology	101,296	41,100	292,100	55,000	13,900
Furniture, Fixtures, Equipment	18,348	55,554	50,000	43,000	(12,554)
Building Improvements	262,673	51,191	206,200	70,000	18,809
TOTAL CAPITAL ASSET EXPENSE	468,190	290,556	548,300	178,000	(112,556)
					-
TOTAL EXPENDITURES	474,190	348,700	603,300	203,000	(112,556)

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
CAPITAL PROJECT FUND**

SUMMARY	Actual Prev.year 2017	Estimated Curr.year 2018	Budget 2018	Budget 2019	Increase (Decrease)
REVENUES					
Contributions, grants, gifts	16,000	84,444	45,000	25,000	(59,444)
Miscellaneous revenue	171,181	-	-	-	-
Interest earnings	18,837	35,592	10,000	30,000	(5,592)
TOTAL REVENUES	206,018	120,036	55,000	55,000	(65,036)
EXPENDITURES					
InfoZone Expenditures	6,000	58,144	55,000	25,000	(33,144)
Capital Asset Expenditures	<u>468,190</u>	<u>290,556</u>	<u>548,300</u>	<u>178,000</u>	<u>(112,556)</u>
TOTAL EXPENDITURES	474,190	348,700	603,300	203,000	(145,700)
Beginning fund balance	1,717,800	1,724,628	1,783,093	2,070,964	346,336
Other Financing Sources					
Proceeds from bond issue	-	-	-	-	-
Premium	-	-	-	-	-
Discount	-	-	-	-	-
Transfer in from General Fund	275,000	575,000	575,000	200,000	(375,000)
Transfer out to General Fund	-	-	-	-	-
EXCESS Revenues - Expenditures (Reserve increase)	(268,172)	(228,664)	(548,300)	(148,000)	80,664
NET (ending fund balance)	<u>1,724,628</u>	<u>2,070,964</u>	<u>1,809,793</u>	<u>2,122,964</u>	<u>52,000</u>

THE BUDGETARY BASIS OF ACCOUNTING USED IN THIS BUDGET IS MODIFIED ACCRUAL.

SPECIAL REVENUE FUND

REVENUES

The District has only one Special Revenue Fund, categorized as such because it has regular, identified income to be used specifically for library purposes. The Chamberlain Foundation, a private philanthropic non-profit, was established in 1979. It brings in approximately \$600,000 in annual income from donations and interest earnings, and provides grants back to the community. Pueblo City-County Library District is an annual recipient of donations, received quarterly from the Southern Colorado Community Foundation, which manages the Chamberlain Foundation fund.

EXPENSES

The distributions received by the District are held in a segregated account at Colotrust, a local government liquid asset trust, and are used to fund purchases of library materials and equipment. The 2019 budget reflects a \$5,000 transfer to the General Fund for purchases of books and materials.

FUND BALANCE

At the end of 2019, the fund balance is anticipated to be \$894.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
SPECIAL REVENUE FUND
BUDGET 2019**

	Actual Prev.year 2017	Estimated Curr.year 2018	Budget 2018	Budget 2019	Increase (Decrease)
REVENUES					
Interest earnings	39	100	20	75	(25)
Distributions from Chamberlain Fund	<u>4,290</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
TOTAL REVENUES	<u>4,329</u>	<u>5,100</u>	<u>5,020</u>	<u>5,075</u>	<u>691</u>
EXPENDITURES					
Contributions	5,000	5,000	5,000	-	(5,000)
Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>(5,000)</u>
Beginning fund balance	1,390	719	420	819	100
Other Financing Sources					
Transfer out to General Fund	-	-	-	(5,000)	(5,000)
EXCESS Revenues - Expenditures (Reserve increase)	(671)	100	20	5,075	5,691
NET (ending fund balance)	<u>719</u>	<u>819</u>	<u>440</u>	<u>894</u>	<u>791</u>

THE BUDGETARY BASIS OF ACCOUNTING USED IN THIS BUDGET IS MODIFIED ACCRUAL.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
PERCENTAGE COMPARISON ANALYSIS
GENERAL FUND/CAPITAL PROJECT/SPECIAL REVENUE FUND
2019 BUDGET**

	General Fund	General Fund Budget Percentages	Capital Project Fund	Special Revenue Fund	Total Combined Funds	% of Total PCCLD budget
REVENUES						
Property tax	9,053,147	87%	-	-	9,053,147	86.76%
All other	1,321,374	13%	55,000	5,075	1,381,449	13.24%
TOTAL REVENUES	10,374,521	100%	55,000	5,075	10,434,596	100.00%

EXPENDITURES						
Personnel	5,655,080	56%	-	-	5,655,080	54.75%
Materials & Services	1,521,474	15%	-	-	1,521,474	14.73%
Facilities	1,831,178	18%	25,000	-	1,856,178	17.97%
Operations	666,860	7%	123,000	-	789,860	7.65%
Information Technology	450,570	4%	55,000	-	505,570	4.90%
TOTAL EXPENDITURES	10,125,162	100%	203,000	-	10,328,162	100.00%

Beginning Fund Balance	2,236,175		2,070,964	819	4,307,958
Excess: Revenues over Expenditures	249,359		(148,000)	5,075	106,434
Transfers In/Out	(195,000)		200,000	(5,000)	-

Ending Fund Balance	2,290,534		2,122,964	894	4,414,392
----------------------------	------------------	--	------------------	------------	------------------

Combined Fund balance as a % of operating expense **44%**

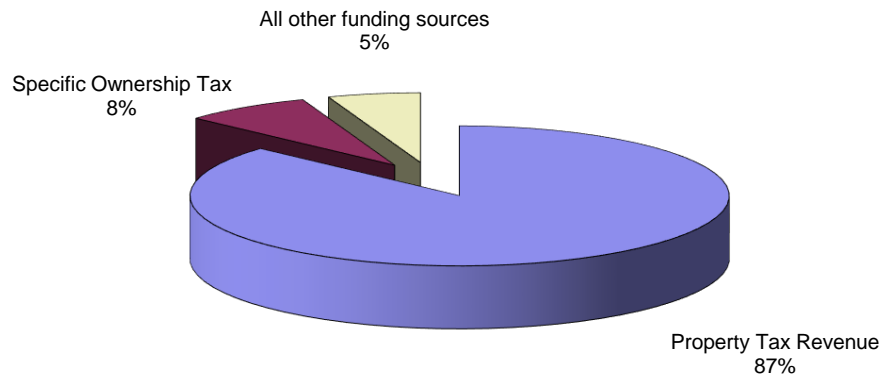
BREAKDOWN OF ENDING FUND BALANCE ***

*** Reserves and unrestricted funds	
3% emergency reserve	303,755
Reserve requirement for COPs	813,325
Special Revenue Fund	894
Unrestricted fund balance	3,296,418

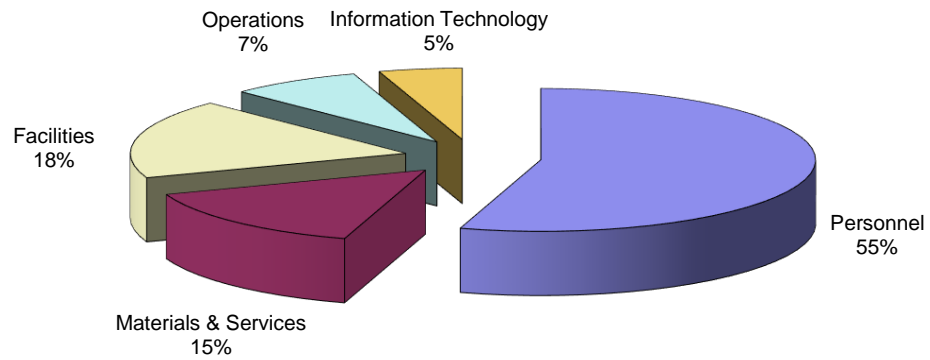
**This sheet shows the three funds - General Fund, Capital Project & Special Revenue
Fund - combined for revenues, expenditures and fund balance.**

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
2019 BUDGET**

COMBINED FUND BUDGET - REVENUES



COMBINED FUND BUDGET - EXPENDITURES



BOND DEBT SERVICE [LEASE PURCHASE PAYMENTS]

**Pueblo City-County Library District, Colorado 2012 COP ISSUE
Nonbank Qualified Certificates of Participation -- Insured**

Date	Principal	Rate	Interest	Debt Service	Annual
					Debt Service
12/1/2012	-	0.000%	68,222.23	68,222.23	68,222.23
6/1/2013			191,875.01	191,875.01	
12/1/2013	425,000	2.000%	191,875.01	616,875.01	808,750.02
6/1/2014			187,625.01	187,625.01	
12/1/2014	435,000	2.000%	187,625.01	622,625.01	810,250.02
6/1/2015			183,275.01	183,275.01	
12/1/2015	445,000	2.000%	183,275.01	628,275.01	811,550.02
6/1/2016			178,825.01	178,825.01	
12/1/2016	455,000	3.000%	178,825.01	633,825.01	812,650.02
6/1/2017			172,000.01	172,000.01	
12/1/2017	465,000	2.000%	172,000.01	637,000.01	809,000.02
6/1/2018			167,350.01	167,350.01	
12/1/2018	475,000	4.000%	167,350.01	642,350.01	809,700.02
6/1/2019			157,850.01	157,850.01	
12/1/2019	495,000	2.500%	157,850.01	652,850.01	810,700.02
6/1/2020			151,662.51	151,662.51	
12/1/2020	510,000	3.000%	151,662.51	661,662.51	813,325.02
6/1/2021			144,012.51	144,012.51	
12/1/2021	525,000	3.000%	144,012.51	669,012.51	813,025.02
6/1/2022			136,137.51	136,137.51	
12/1/2022	540,000	3.000%	136,137.51	676,137.51	812,275.02
6/1/2023			128,037.51	128,037.51	
12/1/2023	555,000	3.000%	128,037.51	683,037.51	811,075.02
6/1/2024			119,712.51	119,712.51	
12/1/2024	570,000	4.500%	119,712.51	689,712.51	809,425.02
6/1/2025			106,887.51	106,887.51	
12/1/2025	595,000	4.500%	106,887.51	701,887.51	808,775.02
6/1/2026			93,500.01	93,500.01	
12/1/2026	625,000	3.000%	93,500.01	718,500.01	812,000.02
6/1/2027			84,125.01	84,125.01	
12/1/2027	640,000	5.000%	84,125.01	724,125.01	808,250.02
6/1/2028			68,125.01	68,125.01	
12/1/2028	675,000	5.000%	68,125.01	743,125.01	811,250.02
6/1/2029			51,250.01	51,250.01	
12/1/2029	710,000	3.375%	51,250.01	761,250.01	812,500.02
6/1/2030			39,268.76	39,268.76	
12/1/2030	730,000	3.750%	39,268.76	769,268.76	808,537.52
6/1/2031			26,950.00	26,950.00	
12/1/2031	755,000	3.500%	26,950.00	781,950.00	808,900.00
6/1/2032			13,737.50	13,737.50	
12/1/2032	785,000	3.500%	13,737.50	798,737.50	812,475.00
Total	11,410,000.00		4,872,635.09	16,282,635.09	16,282,635.09
Average Coupon		3.281%			